



Kelly B Todd Cerebral Palsy & Neuro-Muscular Foundation
1111 N. 36th Street
Muskogee, OK 74401
918-683-4621
Kellybtodd.org

WE ARE HIRING... Pediatric Occupational Therapist (Full-Time Position)

At Kelly B. Todd Pediatric Therapy Center, we believe that every child deserves the chance to grow, develop, and thrive, regardless of their challenges or circumstances. Since 1975, we have proudly served thousands of children across Eastern Oklahoma.

- **Mission-Driven Work...** Help children overcome challenges and celebrate milestones that change lives.
- **Supportive, Team-Based Culture...** We believe in collaboration, encouragement, and supporting one another.
- **Room to Grow...** Opportunities to develop professionally while making a real impact.

JOIN OUR TEAM! ...Let your purpose meet your passion

Job Summary:

The Occupational Therapist will provide high-quality, evidence-based therapy services to children with developmental delays, disabilities, and sensory processing disorders. The goal is to help each child reach their full potential through individualized intervention, collaboration with interdisciplinary teams, and ongoing caregiver education.

Educational & Licensing Requirements:

- Current Oklahoma Occupational Therapist License
- NBCOT Certification (National Board Certification in Occupational Therapy)
- Ongoing participation in continuing education relevant to pediatric therapy, as required by the governing body

Professional Skills & Qualifications:

- Passion for working with children and supporting their development
- Compassion, patience, creativity, and a child-centered approach to care
- Excellent oral, written, and interpersonal communication skills
- Ability to collaborate with professionals, staff, families, and diverse populations
- Strong decision-making and organizational skills
- Understanding of legal compliance in pediatric occupational therapy
- Knowledge in:
 - Patient-centered care
 - Assistive technology and environmental modifications
 - Parent coaching and caregiver engagement
 - Pediatric OT standards and regulatory requirements

Key Responsibilities:

- Serve as a professional representative and ambassador of Kelly B. Todd and its mission
- Conduct comprehensive OT evaluations and develop individualized treatment plans
- Implement evidence-based therapeutic interventions for motor skills, sensory processing, and activities of daily living
- Monitor and document patient progress, adjusting interventions as needed
- Collaborate with families to educate them on treatment plans, routines, and assistive devices
- Coordinate care with other therapy departments to support integrated, holistic outcomes
- Participate in the development and assessment of quality assurance measures and patient care strategies
- Assist the OT Director in developing department strategies, including financial forecasting and performance improvement plans
- Provide supervision, mentorship, and evaluation of OT assistants and student interns
- Stay current with emerging practices, research, and trends in pediatric OT through continuing education
- Maintain accurate documentation, patient records, and incident reports in compliance with all federal, state, and local regulations
- Participating in fundraising and community outreach events sponsored by Kelly B. Todd